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A handbook for county agricultural extension councils, 1967, traces the history of the organization, examines its purpose and duties, presents the committees and their work, states the criteria for the selection of agents, outlines the responsibilities of these agents, and gives a resume of relevant national and state legislation. The Smith-Lever Act, which was approved May 8, 1914 and which was expanded from time to time until its combination into a single law in 1953, is presented with a congressional definition of extension. Details of the County Agricultural Extension Council Law include: (1) aid of extension councils; (2) conditions under which aid is granted, county appropriations made, budgets approved, and tax levies sanctioned; (3) the operation of county agricultural councils and executive boards (election, program plans, meetings of councils, notice, employees, oaths of board members, bonds of board treasurers, tenure of office, meetings of boards, vacancies in boards and how filled); (4) duties of county treasurers; (5) duties of the executive board secretary; and (6) money and property of county farm bureaus. (nl)

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Handbook
for

County Agricultural Extension Councils

1967

Extension Service
Kansas State University
Manhattan

AC 003 970

Foreword

The Cooperative Extension Service is the off-campus teaching division of Kansas State University. Its job is two-fold. The first is to carry up-to-date information from the classroom and laboratory to the people of Kansas. The second is to bring back to the university those problems in production, utilization, marketing, and social adjustments that can be solved only by careful study and research.

The Cooperative Extension Service is a cooperative undertaking by the United States Department of Agriculture; the Land-Grant College, Kansas State University; and the County Extension Councils representing local people. Much of its effectiveness can be credited to the part played by local people in the preparation of its programs.

The adjustments which agriculture is undergoing at the present time have created many new educational problems and demands. If the Extension Service is to be helpful in the maintenance of an economically and socially sound agriculture, its programs must be carefully planned and aggressively implemented. As a member of your County Agricultural Extension Council you are expected to give generously of your time and talents to this effort.

This handbook is prepared so that all parties to the Cooperative Agreement may have a mutual understanding of the responsiblities and procedures outlined in the law. Each individual associated with this cooperative effort is charged with thinking beyond personal problems to those of a community, state, and nationwide level. It is hoped that familiarity with this handbook will help each of us in the successful handling of our responsibilities.

HAROLD E. JONES
Director

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Development of the Extension Service

The organization of the Philadelphia Agricultural Society in 1785 was the beginning of an organized effort to provide an agricultural improvement and educational program for the people. Many other similar groups were organized during the next 70 years. They were instrumental in securing the Farmers Institute program, the Department of Agriculture, the Land-Grant colleges, experiment stations, and cooperative demonstrations. Kansas established its agricultural college in 1863, held the first farmers institute in 1868, and established the agricultural experiment station in 1887. Farmers institutes became wide-spread in Kansas. The first county farm bureau with its educational program was organized in 1912.

All these activities had their part in the development of interest in an agricultural educational program to give the people assistance with their agricultural problems. In 1914 the Smith-Lever Act was passed by Congress creating the Extension Service as we have it today. Federal funds were appropriated for this work and each state was required to match certain of those funds if the state wished to participate in this new agricultural educational program. Each state also had the responsibility of developing a legal plan of cooperation between the United States Department of Agriculture and the people of the state.

In 1915, the Kansas legislature passed the county farm bureau law. A county farm bureau, after meeting certain membership requirements, was entitled to county appropriations and state funds to aid in the execution of a county extension program, this being the organization's purpose under its constitution. The county extension programs were conducted by this means for 36 years.

The 1951 session of the Kansas legislature revised the legal provisions wherein the county extension programs became the cooperative responsibility of a county agricultural extension council and Kansas State University. Since 1951, the people of the counties and the administrative officials and specialists of the Kansas Extension Service have developed many procedures for the development of county extension programs and for the execution of those programs under prevailing economic and sociological conditions.

Purpose of the County Agricultural Extension Council

The sole purpose of the county agricultural extension council is "the giving of instruction and practical demonstrations in agriculture, home economics and 4-H club work to all persons in the county and the imparting to such persons of information on said subjects through field demonstrations, publications or otherwise," and "to plan the extension-educational programs of the county." (2-611,17 and 2-616,3)

NOTE: Numbers in parentheses refer to section and line numbers of the county agricultural extension council law to be found on the back pages of this handbook.

The council has certain limitations imposed by law. "Such councils shall not engage in commercial or other private enterprises, legislative programs, or other activities not authorized by this act and shall not give preferred service to any individual, group or organization. County agricultural extension councils may collect fees for specific services which require special equipment or personnel, such as a soil testing laboratory, seed testing service or other educational service but they shall not collect membership dues nor shall they collect dues for or pay dues to any state or national organization or association: *Provided*, That the furnishing of supplies or services deemed necessary by the director of extension and the executive board of the county agricultural extension council to the conduct of any educational program authorized under this act shall not be considered private enterprise or commercial activity within the meaning of this act." (2-616,7)

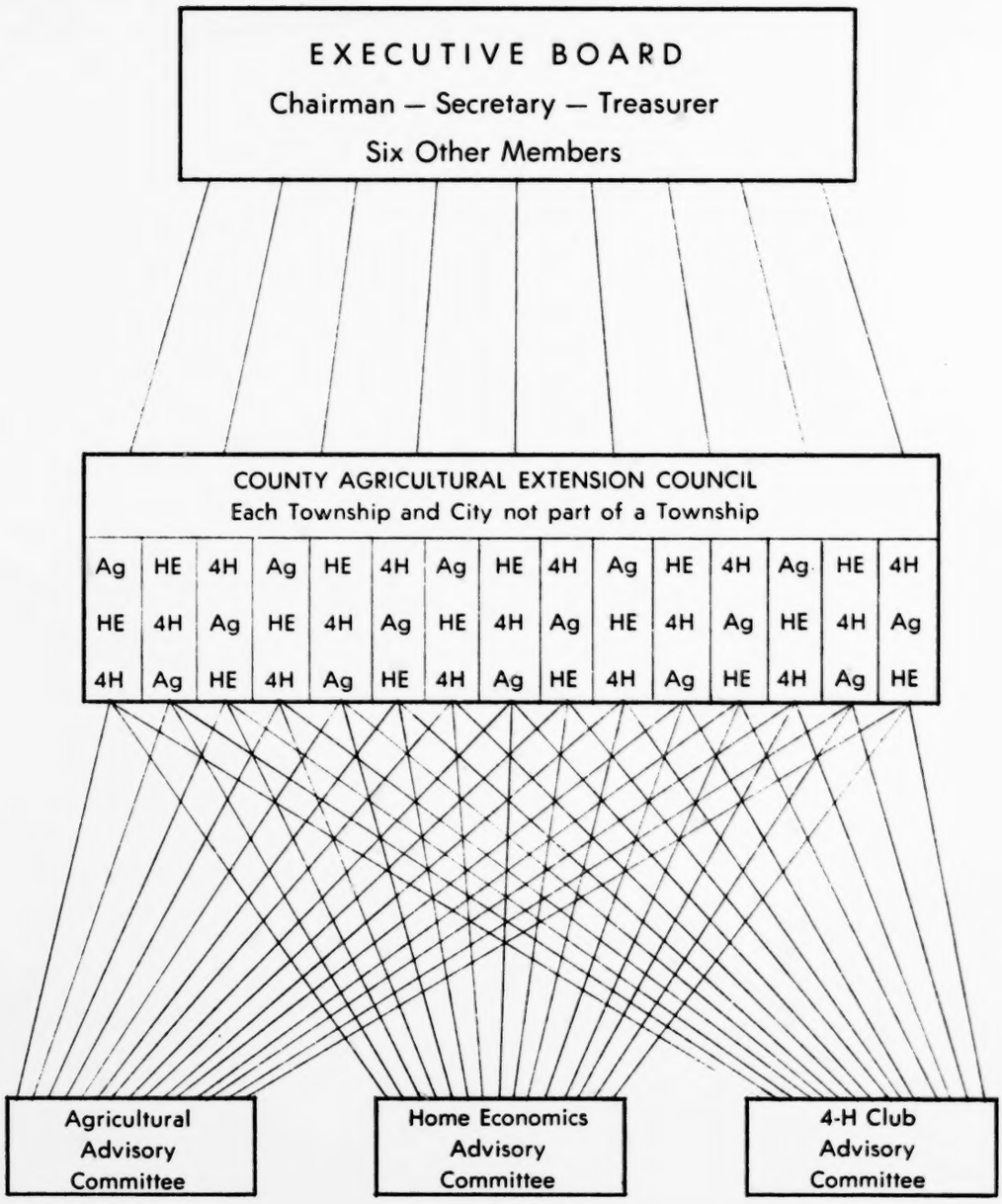
Organization of the County Agricultural Extension Council

The county agricultural extension council is composed of three members from each township and each city not a part of a township. It is generally understood that a city not a part of a township is a first- or second-class city. One of the three members from a township or city shall be elected to represent agriculture, one to represent home economics, and one to represent 4-H club work. All citizens of voting age are eligible to vote in the township or city elections. These are public meetings held not earlier than October first but not later than ten days before the annual meeting of the council. (2-611,2)

At the annual meeting, the council shall elect from its own members an executive board consisting of a chairman, a secretary and a treasurer, and six other members. Not more than one member of the board shall be elected from any one township or city unless the county has less than nine townships and cities not a part of a township. Since the executive board has responsibilities over the entire extension program in agriculture, home economics and 4-H club work, if the board is composed of representatives of the various phases of the extension program, they will be more able to intelligently consider all phases of the program from their experience. The time and place of the annual meeting of the council shall be determined by the executive board, but shall not be earlier than November first nor later than December twentieth. (2-611,28)

Advisory committees are provided in the law. The agricultural advisory committee is composed of the agricultural representatives of the council, the home economics advisory committee is composed of the home economics representatives, and the 4-H club advisory committee is composed of the 4-H club representatives. The advisory committees may meet at the time of the annual meeting of the council or at such other times as may be designated by the executive board for the pur-

Diagram of Extension Council


EXECUTIVE BOARD
Chairman — Secretary — Treasurer
Six Other Members
COUNTY AGRICULTURAL EXTENSION COUNCIL
Each Township and City not part of a Township
Ag HE 4H Ag HE 4H Ag HE 4H Ag HE 4H Ag HE 4H
HE 4H Ag HE 4H Ag HE 4H Ag HE 4H Ag HE 4H Ag
4H Ag HE 4H Ag HE 4H Ag HE 4H Ag HE 4H Ag HE
Agricultural Advisory Committee
Home Economics Advisory Committee
4-H Club Advisory Committee

pose of electing a chairman and to develop educational program plans on extension work. All such plans shall be subject to final approval by the executive board. (2-611,21)

Duties of the Extension Council and Executive Board

The duties of the council and the executive board are given in the law but they are listed here in a more readable form:

The Council shall:

1. Plan the extension program for the county. (2-611,17)
2. Meet annually and elect the officers and other members of the executive board. (2-611,28)
3. Present to the county commissioners: (2-609,4)
   a. List of council and board members.
   b. Certification of election.
4. Make available to all groups or organizations equal opportunity to cooperate in the extension program. (2-616,27)

The Executive Board shall:

1. Transact all business of the council. (2-611,42)
2. Have control of all property of the council. (2-611,43)
3. Select and appoint county extension agents. (2-615,3)
4. Employ and fix the compensation of employees necessary to conduct the business of the council. (2-611,44)
5. With the director of extension, supervise the extension agents. (2-615,5)
6. Approve all accounts and expenditures of funds of the council. (2-615,13)
7. Fill vacancies in offices and membership of the board. (6-211,117)
8. Take and sign oath of public office. (2-611,49)
9. Designate bank for deposit of funds by the treasurer. (2-612,4)
10. Fix the date, time and place for each election in the township or cities and the annual meeting of the council. (2-611,32 and 86)
11. Give approval to program plans prepared by advisory committees. (2-611,26)
12. On or before June 13 each year file with the county commissioners in the office of the county clerk: (2-610,2)
    a. List of the current members of the council and board.
    b. Certification of election of officers.
    c. Certificate by the director of extension that the council is properly functioning and entitled to receive the appropriations provided by law.
    d. A budget prepared in cooperation with the board of county commissioners and the director of extension.
13. Pay for the bond of the treasurer of the council. (2-611,70)
14. Pay the costs of publishing public notices of annual election meetings and the annual meeting of the council. (2-611,89)
15. Meet with the newly elected board each year between January 2 and January 15 and provide all reports, records and other information necessary to the operation of the program. (2-611,98)

Each of the foregoing duties is specified by law. The executive board may also desire to do the following:

a. Develop a written set of policies for the guidance of the council and the executive board.

b. Develop a memorandum of understanding with the director of extension by which the council and Kansas State University will cooperate as provided by law.

Duties of the Council Officers

The Chairman shall:

1. Serve as chairman of all meetings of the council and board.
2. Meet with the board of county commissioners and the director of extension or his duly authorized representative to approve the budget. (2-610,17)
3. Sign warrants with the secretary, or warrant-checks with the secretary and treasurer. (2-612,7)
4. In the event of the breach of any conditions of the treasurer's bond, cause a suit to be commenced thereon. (2-611,73)

The Secretary shall:

1. Record the proceedings of all meetings. (2-614,2)
2. Prepare an annual report on the activities of the council. (2-614,4)
3. Keep records open for public inspection. (2-614,10)
4. Record the annual report of the treasurer. (2-612,20)
5. Countersign with the treasurer of the board an order upon the treasurer of the county for the payment of any moneys due the council by said county treasurer. (2-613,5)
6. Perform such other duties as may be prescribed by the board. (2-614,8)

The Treasurer shall:

1. Give bond as specified. (2-611,52 and 66)
2. Deposit in designated bank all money received. (2-612,3)
3. Pay out on warrant or by combination warrant-check signed by the secretary and chairman. (2-612,5)
4. Keep a book recording all moneys received and disbursed. (2-612,11)
5. Make an annual report to executive board. (2-612,14)
6. Settle with the board at the end of term of office. (2-612,21)
7. Hand over to his successor all records and moneys remaining in his hands as treasurer. (2-612,22)
8. With the secretary sign an order upon the treasurer of the county for the payment of any moneys due the council. (2-613,4)

Council and Board Tenure and Compensation

1. Members of the council are elected for a two-year term; however, in 1951 one-half of the members were elected for one-year terms. (2-611,107)
2. Members serve until their successors are elected and qualify. (2-611,108)

3. No member shall hold office for more than two consecutive terms. (2-611,109)
4. Members of the executive board shall hold office for one year and until their successors are elected and qualify. (2-611,96)
5. Board members take office at the time of a joint meeting of the newly elected board and the retiring board sometime between January 2 and January 15 of each year. (2-611,98)
6. Members of the council and of the executive board shall receive no compensation for their services as members of the council or executive board. (2-611,47)

Duties of the Director of Extension [1]

1. Allocate funds toward the salary of county extension agents only after the council has presented to the board of county commissioners a list of members of the council and of its executive board with the statement signed by the chairman of the board certifying that these officers have been duly elected as specified in the law. (2-609,2)
2. Certify that the extension council is properly functioning. (2-610,8)
*3. Cooperate in the preparation of a budget each year. (2-610,12)
*4. Meet with the board of county commissioners and chairman of the executive board to approve the budget. (2-610,16)
*5. With the executive board, supervise the county extension agents. (2-615,3)
*6. Determine the qualifications of county extension agents. (2-615,6)
7. Approve all accounts and expenditures of funds by the council. (2-615,13)
8. With the executive board, determine the supplies and services necessary to the conduct of the program of the council and not to be considered private enterprise or commercial activity. (2-616,15)

Duties of Public Officials

The Board of County Commissioners shall:

1. Cooperate with the executive board in the preparation of a budget. (2-610,12)
2. Meet with the director of extension or his duly authorized representative and the chairman of the executive board to approve the budget. (2-610,15)
3. Make an appropriation and certify to the county clerk the amount of tax necessary to be levied on all tangible taxable property of the county sufficient to provide a program of county extension work. (2-610,19)

1. Items marked with an asterisk (*) may be performed by the director's duly authorized representative.

The County Clerk shall:

1. Determine the amount and sufficiency of the treasurer's bond. (2-611,66)
2. Notify secretary of the board when treasurer's bond has been filed. (2-611,69)
3. Notify county treasurer that council treasurer has filed his bond. (2-611,70 and 2-613,8)
4. File the bond of the treasurer of the council. (2-611,68)

The County Treasurer shall:

1. Pay to the treasurer of the board all moneys belonging to the council. (2-613,2)

Calendar for County Agricultural Extension Council

The activities of the county extension council are as follows:

1. Between October 1 and ten days before the annual meeting of the council, hold township and city election meetings scheduled for the year.
   a. Dates for election meetings are set by the executive board.
   b. Public notice of such meetings are given at least one week but not more than three weeks prior to date of the meeting.
   c. Purpose of election meetings:
      Elect representatives to the council.
      Discuss long-time and yearly program.
      Report accomplishments.
      Review suggestions for a community program.
2. Between November 1 and December 20, hold annual council meeting.
   a. Date of this meeting is set by the executive board.
   b. Public notice of such meeting is given at least one week but not more than three weeks prior to date of meeting.
   c. Purpose of this meeting:
      Elect officers and other members of the executive board.
      Review county long-time and yearly program.
      Hear reports from program and advisory committees.
      Review accomplishments for the year.
      Make desired adjustments on program committees or planning procedure.
3. Program planning and advisory committees meet whenever necessary.
4. County extension council may meet in special session whenever necessary to review or take action on the county program.
5. The executive board will meet once each month to:
   a. Transact all business for the council.
   b. Review the progress of the program and plan with the agents.
   c. Approve programs developed by either the agricultural, the 4-H club, or the home economics advisory committees.

Individual Council Members Responsibilities

Each member of the county agricultural extension council is elected to represent either agriculture, home economics, or 4-H club work in his township or city. As such a representative, each council member is to gain an understanding of the problems of his area and be familiar with that portion of the county extension program being conducted in his area. He is to actively participate in the program planning activities, develop interest among the people of his area and urge them to participate in the extension program being conducted in his community and the county. He is to consult with the extension agents frequently in an effort to make the extension program of value to the maximum number of persons.

Each council member will be on one of the program planning committees. All of the council members from an area will be interested in developing a community extension program. Such a program will include all interests of the community, the schools, the churches, the town interests, and all others. The community program will be directed toward the problems discovered in a study of the area. With the assistance of other selected leaders and careful organization, the maximum number of persons may be interested in actively participating in the extension program.

Each member of the extension council will assist with the planning and conducting of the township election meeting. **Suggestions for these meetings are contained in a special guide which the county agent will provide.** Council members will also assist with other meetings that may be held on a community basis for the purpose of furthering the extension program in the community.

The Agricultural Advisory Committee

The agricultural advisory committee is composed of the members of the county extension council who have been elected to represent agriculture. This committee has general supervision of the agricultural program in the county. Individually for their communities and collectively for the county the members of the committee will:

1. **Become thoroughly familiar with the agricultural conditions in the county.**
2. **Advise with the county agricultural agent in planning and execution of the agricultural phase of the extension program.**
3. Suggest activities that will effectively contribute to the execution of the agricultural extension program.
4. Consider the extent to which livestock breed associations and similar organizations may be used to promote the agricultural program.
5. **Assist the county agricultural agent to locate result demonstrations.**
6. Work with other council representatives to determine the manner in

which 4-H club members and women of the community may work with the men in the execution of the agricultural extension program.

7. **Participate in program planning committee activities.**
8. Assist the county agricultural agent to evaluate the agricultural program and help to keep the public informed about the accomplishments being achieved.
9. Work with the other council members in the same community in the development of community programs.
10. Cooperate with the home economics and 4-H club advisory committees in the planning and execution of a unified county extension program.

The Home Economics Advisory Committee

The members of the county extension council who have been elected to represent home economics in each township and city will comprise the county home economics advisory committee. **Each committee member will participate in the work of program development committees in the planning of a long-time program.** Through democratic procedures the home economics advisory committee will develop a yearly program after considering the problems listed in the long-time program.

The duties of the home economics advisory committee include:

1. Act in an advisory capacity to the extension home economist in all matters pertaining to the home economics program.
2. Maintain a knowledge of all conditions within the county affecting the people, the home, and the community.
3. Develop a county home economics extension program which will help people meet individual family and community goals.
4. Make specific plans to reach more people with the home economics extension program.
5. Inform extension homemaker units and other organized groups and the public of the scope of the home economics extension program.
6. Assist the extension home economist in evaluating the home economics program, and help keep the public informed about the accomplishments being achieved.
7. Cooperate with the 4-H advisory committee and the agricultural advisory committee in maintaining a unified county program.

The County 4-H Advisory Committee

The county 4-H advisory committee is composed of those members of the county agricultural extension council who have been elected by the people to represent 4-H work. Plans for the promotion and develop-

ment of the 4-H program in the county are subject to approval by the executive board.

The responsibilities of this committee and those of the county 4-H council should be correlated to the extent that each group will have a well defined understanding of their activities and responsibilities. (Township 4-H Representatives will in some cases be 4-H leaders who are also members of the county 4-H council.) Correlation between the two groups should provide for the county 4-H advisory committee being responsible for long-range, overall program development and promotion. Youth representatives may be invited to take part in these committee meetings. The county 4-H council will be primarily concerned with operational details of the on-going 4-H program.

Suggested responsibilities for the county 4-H advisory committee are as follows:

1. Assist the county extension agents in planning an adequate 4-H program for the county.
2. Serve chairman of the local 4-H advisory committee for the club or clubs in your township or city.
3. As a member or chairman of the local 4-H advisory committee in your township or city, know the leadership situation and help recruit new leaders or replacements.
4. Visit each 4-H club in your township or city at least twice each year to be well informed about the quality of the program and project work. (A project tour is a good event to attend.)
5. Promote 4-H enrollment and re-enrollment in each township and city.
6. Map each township. Locate every youth of 4-H age and share information with local 4-H leaders.
7. In communities where no 4-H club exists, contact parents, schools, churches, and other groups to inform them about and interest them in organizing new clubs.
8. Make arrangements with the extension agents and parents where there is no club for an information or organization meeting.
9. Encourage young people above 4-H age to participate in the extension program through counseling with agents, assuming roles in adult agricultural and home economics programs, participating in special programs for their age group such as family life study. In some counties young men and women groups may be formed.
10. Keep the executive board well informed about the status of the 4-H program in your township or city.
11. Encourage 4-H clubs and young men and women groups to be adequately represented at program planning meetings and other general extension meetings where the entire extension program is studied and promoted.

12. Hold meetings for the purpose of studying the county situation and for developing plans for a growing county-wide youth program.

The County 4-H Council

The county 4-H council should be concerned with the operational details of the on-going 4-H program. The county 4-H council is usually composed of the two adult community leaders and one boy and one girl from each club. In addition, one or more members from each of the following groups may be invited to participate: executive board, county 4-H advisory committee, home economics advisory committee, agricultural advisory committee, and any cooperating groups assisting with the 4-H club program. Each 4-H council adopts a constitution which provides for membership, succession of membership, and duties or purposes of the council. (Its membership should be involved in program development procedure of the county 4-H advisory committee, so that youth may be represented in planning for youth.)

The objectives of the county 4-H council include:

1. Coordination of all 4-H events and activities in the county.
2. Provide for the exchange of ideas and serve as a clearinghouse for 4-H information.
3. Assist the county extension agents to implement the county 4-H program.
4. Plan for and encourage participation in community, county, and state 4-H activities and events.
5. Secure and manage funds for award programs and name award winners through the decisions of appropriate committees.
6. Develop and encourage leadership within the membership of the council.
7. Assist with the selection of delegates and establishment of standards of conduct for members attending county and out-of-county events.

Extension Program Development

The extension council law states, ". . . **it shall be the duty of said agricultural extension council to plan the educational extension programs of the county.**" (2-611,17-19) The director of extension is responsible for seeing that the county extension programs meet certain standards. The state law provides that the director of extension must certify each year that the county extension council is functioning in accordance with the law.

The Federal Law (Smith-Lever Act amended) provides that ". . . **this work shall be carried on in such a manner as may be eventually agreed upon by the Secretary of Agriculture and the State Agricultural College.**" This agreement is covered in the memorandum of 1955 which provides in part that ". . . **the cooperative extension program in the**

State of Kansas, supported by Congressional appropriations, shall be planned under the joint supervision of the Director of Extension and the Administrator of the Federal Extension Service."

I. Program Planning

Our national economy is growing at a steady pace. Growth produces change. Change requires adjustment. Extension programs in agriculture that do not recognize these changes in the rest of the economy are unrealistic. It is important, therefore, that our county extension programs receive critical examination periodically by the Councils and the Extension Service.

Since extension work is a cooperative endeavor, the state and county extension personnel have an obligation to assist county extension councils in the planning process. A portion of the annual council meeting will be devoted to program development.

A county extension service program is determined cooperatively by the local people and the extension staff and includes a statement of:

1. The pertinent facts and trends influencing the program.
2. The problems, opportunities for improvement, or situations on which there is agreement that changes are needed.
3. The objectives to provide direction for the program.

Each county is to have a long-time program. It is to be reviewed annually to consider current situations and problems arising therefrom, and revised at four-year intervals.

II. Steps in Long-Time Program Planning

(These steps do not necessarily require separate meetings.)

1. Since the Council is responsible for developing a county program, the Council and the extension agents should develop plans and present their plans to the executive board and the district agent for approval.

2. The Council and agents will consider the work to be done and select other people in the county who should be members of county planning committees. This group will include other agricultural leaders, representatives of professional groups, commercial interests, and other branches of local, state, and federal governments. Some of those so selected may be considered as resource persons or consultants. This group, with the council, becomes the county planning committee, hereinafter called "the committee."

3. Pertinent data regarding county, state, and national situations and trends that can be obtained from available records are to be presented to the whole committee by extension personnel.

4. The committee will decide on the project areas for consideration in the county program.

5. Subcommittees for each project area may be formed. These groups may need a further division into subproject areas.

6. These subcommittees will meet separately and (a) select a permanent chairman and a secretary, (b) decide on the scope of their study, and (c) subdivide into smaller committees if such procedure seems desirable.

7. When all original subcommittees have met and organized, all chairmen will meet to compare notes and report any additional information their committees would like to have regarding their assignments. If surveys in the county are needed to determine local situations, the scope of these surveys may be determined at this meeting.

8. Each subcommittee will (a) study all facts available regarding the problems, (b) analyze the situation locally and consider national implications, (c) list objectives in relation to problems.

9. At a meeting of all committees, with the Council Chairman in charge, all problems and objectives will be considered.

10. At a meeting of the Council and/or the Executive Board, the following will be determined:

a. Importance of problems.
b. Problems to be referred to other agencies (which may be outside the scope of extension).
c. How to get the program into printed form.

III. The Annual County Program

1. The Council will review annually the past year's accomplishments, and consider any needed changes in the program for the next year.

2. After the overall county program is written, the three advisory committees—Agriculture, Home Economics and 4-H Club—will meet separately to plan their phase of the program, keeping in mind (a) the contribution of each phase of the program to the overall county program and (b) those portions of each phase where joint activity is appropriate.

Finances of the County Agricultural Extension Council

County agricultural extension councils are financed by federal and state funds and county appropriations. Occasionally there may be some contributions from private or other sources as additional resources for the county extension program. As provided in the Kansas law, a budget will be prepared each year by the executive board in cooperation with the board of county commissioners and the director of extension. (2-610,11) This budget covers the next calendar year and shows the estimated expenses and all receipts from all sources. The receipts will include the unencumbered cash balance, the amount the college will contribute toward the salaries of agents, any contributions that are assured for the coming year and the amount of county appropriation necessary to balance the budget. The budget must then be approved by the board of county

commissioners, the director of extension or his duly authorized representative, and the chairman of the executive board acting as a body. (2-610,15) The budget is filed with the board of county commissioners in the office of the county clerk by June 13 of each year. (2-610,2)

"The board of county commissioners shall then make an appropriation and certify to the county clerk the amount of tax necessary to be levied on all tangible property of the county sufficient to provide a program of county extension work." (2-610,19) This levy is not within the aggregate county levy limit. (2-610,22) The levy shall not exceed three-fourths mill, provided that where the three-fourths mill will not raise $22,500 in revenue, the levy may be increased to as much as one and one-half mills, except that in counties with a total tangible valuation of $30,000,000 or less the total appropriation shall not exceed $22,500. (2-610,40) Through amendments certain counties may exceed the foregoing limits. (See 2-610,26 to 45)

All expenditures of funds, from whatever source derived, by the county agricultural extension council must have the approval of the executive board and the director of extension. (2-615,13) Money is paid out by the treasurer of the council only by a combination warrant-check signed by the chairman of the executive board, the secretary and the treasurer. The treasurer shall keep a record of all receipts and expenditures together with the purpose of such expenditures. (2-612,11)

Kansas State University provides state and federal funds as part of the total budget of the county agricultural extension council. These funds are paid as a portion of the salary of each county extension agent employed regularly in the county. This amount is dependent upon the funds available and authorized by the Board of Regents.

Public funds are always appropriated for a definite purpose. The extension appropriations are for the giving of instruction in agriculture, home economics and 4-H club work to the people of said county through practical demonstrations and otherwise, and the employment of an extension agent or agents to prosecute such instructions in agriculture, home economics and 4-H club work. Therefore the guide for the executive board in the expenditure of public funds is the degree to which the expenditure will aid in the prosecution of the extension program in the county.

During the past ten or more years, the total expenditures for county extension programs has steadily increased: first, because of inflation which resulted in higher salaries and increased costs of travel and supplies; and second, because of the increased number of agents employed in the counties. The market for personnel is expected to remain at present or at higher levels because of the costs of living, the level of taxes, and a strong demand for men and women qualified to do extension work. Extension supervisors are interested in longer periods of tenure for county extension agents as long tenure is an important factor in a successful county extension program. A satisfactory salary, reasonable working hours, and satisfactory living conditions contribute to long tenure.

Congressional appropriations are made for the extension program and allocated to the states, according to formulas as prescribed by Congress. The Kansas legislature also appropriates funds to Kansas State University for the extension program. These available funds are used for the university portion of the county extension agents' salaries, salaries for state office personnel, travel, clerical assistance, publications, press service, radio and television programs, and other services.

Relationship of Extension Councils to County Fairs

The General Statutes of 1949, Section 19-1561, provide for a building or buildings to be used for 4-H club purposes, livestock shows, and other agricultural and civic activities. This section was amended in 1953 to include payment of premiums and rewards awarded at agricultural livestock and 4-H club activities held in such building and approved by the county commissioners. This amendment is included in Section 19-1561b of the 1955 Supplement of the General Statutes of 1949. This section was further amended in 1957. The amended section follows:

"19-1561b. Tax levies for equipment, maintenance and repair of certain buildings, and for payment of premiums and rewards. Upon the erection of such building or buildings and furnishings as herein provided, the board of county commissioners of the county wherein such building or buildings and furnishings are located is hereby authorized and empowered to levy annually a tax of not to exceed one-tenth mill on each dollar of tangible property within said county for the purpose of purchasing of additional equipment, maintaining and repairing such building or buildings and furnishings and for the payment of premiums and rewards awarded at agricultural, livestock and 4-H club activities and approved by the board of county commissioners: *Provided,* That in any county in which there is a fair recognized by the state board of agriculture as an official county fair the amount of the payment for premiums and rewards under this section shall not exceed one thousand five hundred dollars ($1,500) annually. Said tax levy shall be in addition to all other levies authorized or limited by law and shall not be subject to the aggregate tax levy prescribed by section 79-1947 of the General Statutes of 1949 or acts amendatory thereof or supplemental thereto. The board of county commissioners is authorized to pay any tax moneys collected and approved by said board for the payment of rewards and premiums to the executive board of the county agricultural extension council. The said executive board is authorized to accept such payments and upon acceptance of such moneys shall provide for the awarding of rewards and premiums for the authorized activities and shall make reports, under oath, to the county commissioners of the receipts and expenditures of the moneys so received, on or before December 31 of each year."

Funds which are raised by the application of the above law, if transferred by the county commissioners to the executive board of the county agricultural council, must be handled through a separate Special Fair account.

A county agricultural extension council cannot use funds from its regular budget to pay rewards or premiums of any kind at a 4-H club fair or any other fair.

Working Relationships

When Congress recognized and provided for the Extension Service with Federal appropriations, there also came into being a need to develop working relationships with the agricultural colleges of the country. The first such working agreement is known as "The Memorandum of 1914." This memorandum was in effect from June of 1914 until early in 1955 at which time, due to the amendments to the Smith-Lever Act, a new agreement was developed and the 1914 memorandum was abrogated.

The Memorandum of 1955

This memorandum was signed in February, 1955, by James A. McCain, President of Kansas State University, and Ezra Taft Benson, Secretary of the United States Department of Agriculture. Some of the important provisions of the memorandum are:

1. That the university organize and maintain a definite and distinct administrative division for the management and conduct of all cooperative extension work in agriculture and home economics, with a director selected by the university and satisfactory to the Department of Agriculture.
2. The Department of Agriculture agrees to conduct through the university all extension work in agriculture and home economics and subjects relating thereto authorized by Congress to be carried on within the State.
3. That the cooperative extension program in the State of Kansas, supported by Congressional appropriations, shall be planned under the joint supervision of the director of extension and the administrator of the Federal Extension Service, and that such approved plans shall be carried out in accordance with the terms of individual project agreements.
4. That all state and county personnel appointed as cooperative agents shall be joint representatives of the college and the Department of Agriculture.
5. That plans of work for the use of Federal funds allocated to the State shall be made by the Kansas Extension Service and shall be subject to approval of the Secretary of Agriculture in accordance with the terms of the Smith-Lever Act as amended or other applicable laws.

Other details are in this memorandum but the above are the essential ones.

The Kansas Memorandum of Understanding

Since the county agricultural extension council law provides for cooperation between the Division of College Extension of Kansas State University and the county extension councils, a memorandum between

these two parties was developed early in 1952. Some of the important provisions of the memorandum are:

1. The university will conduct its extension program in the counties only by cooperation with the extension councils.
2. The university will provide a staff of specialists to assist in the execution of county extension programs.
3. The university will provide administrative supervisors to represent the director of extension in carrying out his responsibilities in the counties in an effort to maintain satisfactory relationships.
4. The university will use mass media including the press, radio, and television to acquaint the people of Kansas of the progress being made in the extension program.
5. The extension council will provide a satisfactory county office as headquarters for the county extension agents.
6. The extension council will cooperate with the university in the selection and employment of county extension agents.
7. The extension council will expend funds in keeping with established policies and laws of the state.
8. The extension council will maintain a complete record of all receipts and expenditures and an accurate record of the business transacted by the executive board and the council.
9. The extension council will plan and conduct a county extension program in keeping with the legislation pertaining to such programs.

Selection and Training of County Extension Agents

Since the work of the county extension agent requires a large amount of technical information, the agents are required to be graduates of an accredited college. Home economics agents are required to be graduates in home economics from a school of recognized standing. Any person meeting these qualifications and interested in work with the Extension Service of Kansas State University may file an application for county agricultural agent work, club agent work or home economics agent work with the director of extension. The application is referred to a committee of faculty members who review the academic qualifications of the applicant. Only those approved are considered for training and employment.

FIRST YEAR AGENT TRAINING. The Extension Service, like many other employers of college graduates, has found it necessary to give specific training to fit a new worker for the job. There is no special training in the University that fully prepares the student for extension work. An induction training program, launched in July, 1958, starts all new workers as assistant agents in training. Each agent is assigned to an experienced trainer agent for a period of internship. All assistants, both men and women, attend five one-week schools at Kansas State University,

during their first year of employment. The salary of assistant agents in training is paid from state and federal funds.

EXPERIENCED AGENT TRAINING. An "In-Service Training Program" is planned each year for all extension agents. The purpose of such training is to help agents conduct the planned county program and also keep them up-to-date in subject matter. These special schools are one to five days in length and agents attend only those schools which apply to their county program. The schools are taught by extension specialists, district agents and research staff members of Kansas State University. (Agents spend about 15 days per year participating in these special schools.)

STUDENT TRAINING. A number of students interested in becoming extension agents are employed each year to participate in the "Junior Assistant program." These students have completed their junior year in college and are employed by the Extension Service for two or three months during the summer. The junior assistants are assigned to counties and work under the leadership of an experienced agent. It is hoped that at the end of their senior year these students will want to join the extension staff as county extension agents.

When a vacancy occurs in a county extension agent position, the district agricultural agent will endeavor to determine the qualifications of a person whom the executive board would like to fill the position and the amount of salary the board desires to pay. The board may desire an experienced agent because of the size of the county extension program or for other reasons. An inexperienced agent may be desired because of financial limitations or for other reasons. With this information, the district agricultural agent selects from those available a person, new or experienced, who seems to possess the characteristics and qualifications most similar to those desired by the executive board of the county in which the vacancy exists. The selected candidate is then presented to the executive board by the district agricultural agent for the board's consideration.

Many other organizations, agencies and individuals desire to employ men and women who have qualifications similar to those required of extension workers. This competition must be considered if extension is to maintain a satisfactory standard of personnel.

Experience has shown that tenure of agents is an important factor to success of the county extension program. For this reason, it is desirable not to transfer county extension agents from one position to another until they have had at least two years of experience in the position currently occupied.

Agreement with County Extension Agents

When an agent is employed in a county, a three-party agreement is executed between the executive board, the agent and the university. A district agricultural agent, as a representative of the director of exten-

sion, is always present at any meeting at which the agreement is being considered. The agreement contains all the provisions of employment such as:

1. The salary to be paid the agent.
2. The portion of the agent's salary to be paid by Kansas State University.
3. The payment of the agent's necessary travel expenses.
4. The nature of the work to be done by the agent.
5. Provisions for annual, sick, study, and professional leave.
6. The agent's participation in the annual 4-H Club Roundup, annual conference of extension workers, and other meetings.
7. Preparation of plans of work and reports.
8. The supervision of the work of the agent.
9. Provision for cancellation of the agreement.

Responsibilities of Extension Personnel

An Organization Plan and Duties for Kansas Extension Service is on file in each county office. Space does not permit its reproduction here. The following paragraphs are some of the highlights of that document:

The Director of Extension has overall administrative and financial responsibility for the Extension Service program in Kansas. The director is assisted by an associate director in charge of management and operations, and an assistant director in charge of programs and training. State leaders for field operations, home economics, 4-H club work, agriculture, marketing, and engineering each have responsibilities for developing programs in their particular fields. Specialists are employed in each of these departments.

Subject matter specialists are responsible for training county extension agents, assisting in the development of sound county extension programs, interpreting research data, giving statewide publicity programs in their fields, cooperating with state and regional organizations, and coordinating information activities for the people through county personnel.

The district agricultural agent is responsible for coordinating policies, programs, schedules, agent training, county office management, reports and public relations in all phases of the extension program. The district agricultural agent represents the director in the preparation of county budgets, in all matters pertaining to personnel relationships and in securing complete cooperation between all county extension agents in working relationships and in the planning and execution of well balanced county programs. Review of the qualifications of applicants for county extension agent positions, the employment of agents, and the training of agents are also responsibilities of the district agricultural agent. It is the responsibility of the district agricultural agent to present all county extension agent candidates to the executive board of the county agricultural extension councils.

The district home economics agent is responsible for the coordination of the county home economics program within the district. She assists

county home economics agent with preparation, evaluation and reporting of programs. The district home economics agent works with the district agricultural agent in all phases of programs, schedules, agent training, reports, personnel qualifications and public relations.

A district specialist in 4-H club work is responsible for the leadership of the 4-H club program throughout the district and performs responsibilities similar to those enumerated for the district home economics agent. In addition, the district 4-H specialist is responsible for the coordination of statewide 4-H programs.

The county agricultural agent has been designated as the director of the county Extension Service in each county by the director of the Kansas Extension Service.

The county agricultural agent is responsible for the development of all extension activities as outlined and approved by the county agricultural extension council. He is responsible for the coordination of the work of all agents in his county with the home economics agent and the 4-H club agent taking the lead in their phases of the county program. More specifically, the county agricultural agent is responsible for office management and reports, recommends employment of office personnel and directs their activities, arrangement of office space, purchase of supplies and equipment as approved by the executive board, and proper expenditure of funds. He presents the financial needs of the county program at budget making time. The county agricultural agent is responsible for the development of a well-balanced unified program for the county and coordinates the work of all agents in the execution of the program. He also reports to the director of extension those specific problems which may arise in the county.

The home economics agent is responsible for the leadership of the county home economics program. She counsels with the county agricultural agent on problems of office management, secretarial assistance, supplies and equipment, other financial needs for the home economics program, and all other matters relative to the entire county extension program. Assistance in planning and execution of the county program, the training of leaders, sharing responsibility for the 4-H club program to the extent necessary for a successful program, assistance in the coordination of all phases of the county extension program are also responsibilities of the home economics agent.

The county 4-H club agent is responsible for the leadership in the county 4-H club program. He consults with the other agents in the county and plans with them for the successful execution of the 4-H club program and renders assistance to the entire county extension program in whatever manner may be feasible. The 4-H club agent counsels with the county agricultural agent on matters pertaining to office management, purchase of supplies, budgetary needs, and other matters contributing to the success of the 4-H club program in the county.

National Legislation

The first congressional action pertaining to extension work as we know it today was the Smith-Lever Act, approved May 8, 1914. As the extension program grew, additional congressional action provided additional appropriations and further defined the field of extension.

Because of the piecemeal legislation that had become necessary through the years to keep pace with the ever growing extension program and to provide adequate appropriations, in 1953 these laws were rewritten into a single law known as the Smith-Lever Act amended. Another minor amendment was made in 1955.

This congressional act defines extension in Section 2: "Cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics and subjects relating thereto to persons not attending or resident in said colleges (the land-grant colleges) in the several communities, and imparting information on said subjects through demonstrations, publications, and otherwise and for the necessary printing and distribution of information in connection with the foregoing; and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges receiving the benefits of this Act."

Appropriations under this act are authorized without limit. The appropriations are distributed to the various states according to formulas as prescribed by Congress. Before any such funds can be paid to any State, plans of work for the year must be submitted to and approved by the Secretary of Agriculture.

County Agricultural Extension Council Law

Sections 2-608 to 2-619 Inclusive, General Statutes Supplement of 1963

2-608. Aid of extension councils. Whenever there shall be organized in any county of the state of Kansas a county agricultural extension council as specified in section 4 (2-611) of this act, and having for its purpose the giving of instruction in agriculture, home economics, and 4-H club work to the people of said county through practical demonstrations and otherwise, and the employment of an extension agent or agents to prosecute such instructions in agriculture, home economics, and 4-H club work, the Kansas State College of Agriculture and Applied Science shall contribute from federal and state funds granted for demonstrations in agriculture, home economics, and 4-H club work not less than one thousand five hundred dollars ($1,500), as far as such funds are available towards the salary of each county extension agent employed.

2-609. Same; conditions. Before such allocation of funds are made by the director of extension of Kansas State College of Agriculture and Applied Science, the county agricultural extension council shall present to the board of county commissioners of its

county: A list of members of the agricultural extension council and of its executive board with the statement signed by the chairman of the board certifying that these officers have been duly elected as specified in section 4 (2-611) of this act.

2-610. County appropriations; budgets, approval; tax levies. On or before the thirteenth day of June of each year, the executive board of the county agricultural extension council shall file with the county commissioners in the office of the county clerk: (a) A list of current members of the county agricultural extension council and its executive board; (b) a certification of election of officers as provided in subsection (c) of section 2-611 of the General Statutes Supplement of 1961, and all acts amendatory thereof; (c) a certificate by the director of extension that the county agricultural extension council is properly functioning and entitled to receive the appropriations provided by law; and (d) a budget prepared in cooperation with the board of county commissioners and the director of extension of Kansas State University for the ensuing calendar year. The budget shall clearly show all receipts from all sources. After the approval of said budget by the three (3) members of the board of county commissioners, the director of extension of Kansas State University or his duly authorized representative, and the chairman of the executive board of the county agricultural extension council, acting as a body, the board of county commissioners shall then make an appropriation and certify to the county clerk the amount of tax necessary to be levied on all tangible taxable property of the county sufficient to provide a program of county extension work, which levy shall be in addition to all other levies authorized or limited by law and shall not be subject to or within the aggregate tax levy limit of the county prescribed by section 79-1947 of the General Statutes Supplement of 1961, and all acts amendatory thereof: *Provided,* That such tax levy shall not exceed three-fourths (¾) mill except as hereinafter specified: *Provided further,* That in counties where three-fourths (¾) mill levy will not produce twenty-two thousand five hundred dollars ($22,500) in revenue, and in counties having a population of more than twenty thousand (20,000) and less than thirty thousand (30,000), in which there are located five (5) or more cities of the second class, and in counties having a population of more than four thousand (4,000) and less than four thousand six hunderd (4,600) and a total assessed tangible tax valuation of more than sixteen million dollars ($16,000,000) and less than seventeen million dollars ($17,000,000), the levy may be increased to as much as one and one-half (1½) mills, except that in counties with a total assessed tangible tax valuation of thirty million dollars ($30,000,000) or less, the total appropriation shall not exceed twenty-two thousand five hundred dollars ($22,500): *And provided further,* That notwithstanding any of the foregoing provisions to the contrary, all counties adjacent to a military reservation are hereby authorized to increase their total appropriations to, but not in excess of, forty thousand dollars ($40,000).

2-611. County agricultural councils and executive boards; election; program plans; meetings of councils; notice; employees; oaths of board members; bonds of board treasurers; tenure of office; meetings of boards; vacancies in boards, how filled. (a) The citizens of voting age residing in each of the several townships and such incorporated cities that are not a part of a township of each county shall meet not earlier than October first and at least ten days before the annual meeting of the county agricultural extension council upon a date and at a time and place determined and fixed by the executive board and shall elect from among their number three members of the county agricultural extension council, one of whom shall be elected to represent agriculture, one to represent home economics and one to represent 4-H club work and all of whom shall be actively engaged in agriculture: *Provided*, That the date, time and place for each such meeting for the year 1951 shall be determined and fixed by the director of extension of Kansas State College of Agricultural and Applied Science or his authorized representative. The members so elected in the several townships and incorporated cities shall constitute the county agricultural extension council, and it shall be the duty of said agricultural extension council to plan the educational extension programs of the county. At the annual meeting of the council and such other times as may be designated by the executive board of the council the council members elected by the townships and cities to represent agriculture, or home economics, or 4-H club work, may meet separately and elect a group chairman for the purpose of developing educational program plans on extension work in agriculture, in home economics or in 4-H club work. All such program plans shall be subject to final approval by the executive board of the county agricultural extension council. The county agricultural extension council shall meet annually not earlier than November first and not later than December twentieth, and shall elect from among its own members an executive board consisting of a chairman, a secretary and a treasurer and six additional members. The date, time and place of such annual meeting shall be determined and fixed by the executive board, except in the year 1951 when the same shall be determined and fixed by the director of extension of Kansas State College of Agricultural and Applied Science or his authorized representative. No more than one member of such executive board shall be elected from any township or city not included in a township: *Provided, however,* That in any county having fewer than nine townships and cities not included in a township, more than one member of the executive board may be chosen from each township and city not included in a township. The executive board is authorized to transact all business of the council, shall have control of all the property of the county agricultural extension council, and may employ and fix the compensa-

tion of such persons as are necessary for the conduct of the business of the council, except as herein otherwise expressly provided. Members of the county agricultural extension council and of the executive board shall receive no compensation for their services as members of such council or of such executive board. The members of the executive board within five (5) days after their election shall take and sign the usual oath of public officers and the same shall be filed in the office of the county clerk. The treasurer of the executive board within ten (10) days after his election as treasurer and before entering upon the duties of his office as treasurer shall execute to the council a corporate surety bond, of one hundred twenty-five percent (125%) of the amount as nearly as can be ascertained that shall be in his hands as treasurer at any one time: *Provided,* The treasurer where the amount as nearly as can be ascertained that shall be in his hands as treasurer, shall not exceed one thousand five hundred dollars ($1,500) at any one time during the year, may, when the executive board so determines, in lieu of such corporate surety bond, execute to the council a bond in double the amount as nearly as can be ascertained, that shall be in his hands as treasurer at any one time during the year, with two or more sufficient sureties. All such bonds shall be conditioned to the faithful discharge of the duties of the office of treasurer. The amount and sufficiency of all bonds shall be determined by the county clerk, and upon his approval endorsed on the bond, shall be filed with the county clerk, who shall immediately notify the clerk of the executive board and the county treasurer of such approval and filing. The cost of any corporate surety bond so furnished shall be paid by the executive board. In the event of the breach of any condition thereof, the chairman of the executive board shall, and if he does not any member of the agricultural extension council may, cause a suit to be commenced thereon in his own name for the benefit of the council in which suit it shall not be necessary to include the treasurer as a party to said suit and the money collected shall be applied to the use of the council, as the same should have been applied by the treasurer. (b) Public notice of each annual election and agricultural extension council meeting provided for in this section shall be published once at least one week but not more than three weeks prior to the date fixed for such election or council meeting in a newspaper having general circulation in the county. The executive board, except in the year 1951 and in that year the director of extension of Kansas State College or his authorized representative, shall call each annual election and agricultural extension council meeting and shall cause said notice to be published as herein required and said notice shall state the date, time and place of the meeting. The cost of publishing said notices shall be paid by the executive board of the county council except that in the year 1951 the cost of said notice shall be paid by the board of county commissioners from the county general fund. The executive board of the county council during the month of January, 1952, shall re-

imburse the county for the amount expended by the county for the publication of such notices during the year 1951.

(c) The elected officers and the members of the executive board shall hold office for one year and until their successors are elected and qualify. Each year not earlier than January second and not later than January fifteenth the retiring executive board shall meet with the newly-elected executive board at a time and place designated by the chairman of the retiring executive board. At such meeting the retiring executive board shall conclude all business of the past year and pay all lawful bills for the year in which it has served and provide the new executive board with all reports, records and other information which may be necessary to the operation of the county agricultural extension program during the ensuing year. Members of the county agricultural extension council shall hold office for a term of two years and until their successors are elected and qualify, and no member of such council shall hold office for more than two consecutive terms: *Provided,* That in elections held in the year 1951 the director of extension of Kansas State College shall designate half of the townships and cities not included in a township which shall elect their representatives to the agricultural extension council for one year for the first term only, so that after the elections of 1951, elections shall be necessary in only half of the townships and cities not included in a township. Vacancies in the membership of the executive board and vacancies among the officers of the executive board shall be filled for the unexpired term by election of the remaining members of the executive board.

2-612. Deposit of moneys; duties of treasurers. All moneys received by the treasurer for the council or executive board shall be desposited by him in a bank or trust company designated by the executive board and authorized to receive public deposits. The treasurer shall pay out, on the warrant of the secretary of the excutive board, or by a combination warrant check, in either case, signed by the chairman of the executive board all moneys which shall come to his hands for the use of the council or executive board, and he shall not pay any sum from the funds of the council or executive board in any other manner. He shall keep a book in which he shall enter all the moneys received and disbursed by him, specifying the person or persons from whom received and to whom paid, and the object for which same has been paid out. He shall present to the executive board at each annual meeting of the board a report in writing containing a statement of all moneys received by him from the county treasurer and from any other source since the last annual meeting of the executive board; and of the disbursements made by him with the items of such disbursements, and exhibit the warrants or checks or combination warrants and checks therefor, which report shall be recorded by the secretary of the executive board; and at the close of his term

of office shall settle with the executive board; and shall hand over to his successor said book and all other records and papers coming into his hands as treasurer, together with all moneys remaining in his hands as such treasurer.

2-613. Duties of county treasurers. The county treasurer shall pay to the treasurer of the executive board of the council of his county all moneys in the county treasury belonging to said council, upon the order of the treasurer of the executive board of the council countersigned by the secretary of the executive board: *Provided*, That the county treasurer shall not pay to said treasurer of the executive board any such moneys unless and until he has been notified by the county clerk that said treasurer of the executive board has filed his bond and same has been approved by the county clerk.

2-614. Duties of executive board secretary; records open to public. The secretary of the executive board shall: (1) Record the proceedings of all meetings of the executive board in books provided for the purpose within twenty (20) days following the meeting; (2) prepare and submit to each annual meeting of the executive board a report on the work and activities of the county agricultural extension council since the last annual meeting of said board; and (3) perform such other duties as are usually performed by secretaries and as may be prescribed by the executive board. The records of the secretary shall be open to public inspection at all reasonable times.

2-615. County extension service agents; selection; qualifications; employment by two or more counties; accounts and expenditures; approval. County extension agents shall be selected and appointed by the executive board of the county agricultural extension council and shall be under the general supervision of said executive board and the director of extension. The director of extension of Kansas State College shall determine the qualifications of each county extension agent. The executive boards of two or more county agricultural extension councils may jointly employ a county extension agent or agents under like conditions as the executive board of a single county and by agreement fix the amount of compensation to be paid to such agent by each county extension council and the time such agent is to spend in each county. All accounts and all expenditures of funds of the county agricultural extension council from whatever source derived shall be subject to the approval of said executive board and the director of extension of Kansas State College of Agriculture and Applied Science.

2-616. Limitations on powers of county agricultural extension councils. The county agricultural extension council shall have for its sole purpose the giving of instruction and practical demonstrations in agriculture, home economics and 4-H club work to all persons in the county and the imparting to such persons of information on said subjects through field demonstrations, publica-

tions, or otherwise. Such councils shall not engage in commercial or other private enterprises, legislative programs, or other activities not authorized by this act and shall not give preferred service to any individual, group or organization. County agricultural extension councils may collect fees for specific services which require special equipment or personnel, such as a soil testing laboratory, seed testing service or other educational service, but they shall not collect membership dues nor shall they collect dues for or pay dues to any state or national organization or association: *Provided*, That the furnishing of supplies or services deemed necessary by the director of extension and the executive board of the county agricultural extension council to the conduct of any educational program authorized under this act shall not be considered private enterprise or commercial activity within the meaning of this act. Nothing in this act shall prevent the county extension council or extension agents employed by it from using or seeking opportunities to reach an audience of persons interested in agricultural extension work through the help of interested farm organizations, civic organizations or any other group: *Provided*, That in using or seeking such opportunities, the county extension council or agents employed by it shall make available to all groups and organizations in the county equal opportunity to cooperate in the educational extension program. County extension agents, however, are prohibited from requiring uniform bylaws, rules, regulations and methods of procedure in groups, clubs or organizations wishing to do extension work: *Provided*, That this prohibition shall not prevent county extension agents from suggesting bylaws, regulations and methods of procedure.

2-617. County farm bureaus continued through year 1951. The county farm bureaus mentioned in article 6 of chapter 2 of the General Statutes of 1949 shall continue to function as specified in existing statutes until January 1, 1952.

2-618. Money and property of county farm bureaus; disposition of farm bureau assets. On or before January 1, 1952, all the money and property belonging to any county farm bureau operating under the provisions of chapter 2, article 6 of the General Statutes of 1949 shall be transferred to and become the property of the county agricultural extension council in said county. Any moneys so transferred shall be used by such council for the purposes of this act, and any property so transferred may be retained and used by such council for the purposes of this act, or may be sold by the executive board of such council in such manner and for such sum as said board shall determine, and the proceeds therefrom used for the purposes of this act.

2-619. Invalidity of part. If any section, subsection, clause, sentence or phrase of this act is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this act.

ERIC Clearinghouse
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EXTENSION SERVICE, KANSAS STATE UNIVERSITY, MANHATTAN

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